

Advanced Writing and Composition – AN10006BA/AN10050MA

3-credit seminar

Spring 2016

Course Description

This course teaches the basics of writing and composition. More specifically, it is aimed at giving students the opportunity to learn to write various documents while observing such principles as clarity, cohesion, and consistency. Throughout the course, we will pay special attention to the structure of argumentative essays and summaries, both being important components of the English Yardstick Exam (EYE) at the Institute of English and American Studies. In addition, we will also devote some time to discussing distinctive features of academic versus business writing. The course closes with an end-of-term examination consisting of an in-class argumentative essay and a summary.

Textbooks

Cory, Hugh. (1999). *Advanced Writing with English in Use*. Oxford: Oxford University Press.
Hacker, Diana and Nancy Sommers. (2012). *A Writer's Reference with Writing in the Disciplines*. (7th ed.). Boston and New York: Bedford/St. Martin's.
Murray, Neil. (2012). *Writing Essays in English Language and Linguistics*. Cambridge: Cambridge University Press.

Students are requested to consult the librarians in Room 101 so that they have copies of the relevant chapters from the textbooks above.

Grading

The final grade will be based on a quiz, an argumentative essay, a summary (summary #2), and an end-term exam. All the deadlines specified in the syllabus will be taken strictly. Late assignments will not be accepted and will be returned with a 1.

Grading breakdown:

Quiz: 5%

Argumentative essay: 30%

Summary: 25%

End-term exam: 40%

Assignments

Students will be given detailed instructions about what is expected of them in the case of each assignment well before the due date. Each assignment is to be printed out and turned in to the instructor at the beginning of the class when they are due.

Students are encouraged to contact the instructor during her office hours or via email if they have any questions regarding the course material.

Plagiarism

Students who use someone else's ideas in their assignments without making reference to the original source will fail the course automatically.

Weekly Syllabus

Week#	Class material	Reading assignments	Writing assignments
Week 1 (Feb. 18)	Introduction		
Week 2 (Feb. 25)	Planning and Drafting Formal vs. informal style	WR: pp. 3-20	AW: pp. 89, 90, 106
Week 3 (March 3)	Revising and Writing Paragraphs	WR: pp. 20-45	WE: pp. 16-17
Week 4 (March 10)	Punctuation Cohesion	WE: pp. 28-41 AW: pp. 19-28 AW: pp. 29-37	WE: p. 40 Paragraph is due.
Week 5 (March 17)	Quiz on punctuation Designing Documents: layout, headings, visuals, academic vs. business formatting, résumés, cover letters	WR: pp. 45-62	
Week 6 (March 24)	Workshop on résumés and cover letters		Résumé and cover letter are due.
Week 7 (March 31)	<i>Consultation week – No class</i>		
Week 8 (April 7)	The Argumentative Essay 1	WR: pp. 78-91	.
Week 9 (April 14)	The Argumentative Essay 2	WR: pp. 92-100	
Week 10 (April 21)	The Argumentative Essay 3 Workshop on first drafts		First draft of arg. essay is due.

Week 11 (April 28)	Summary 1		Final draft of arg. essay is due.
Week 12 (May 5)	Summary 2 Workshop on summaries		First summary is due.
Week 13 (May 12)	End-Term Exam		Second summary is due.
Week 14 (May 19)	Grading and Course Evaluation		

Place and Time

Room 54

10:00-11:40 on Thursdays

Contact

Éva Kardos

Email: evikardos@t-online.hu

Phone: 512-900/ext. 22148

Office hours: Wednesday 6:00-7:00 p.m.

Thursday 12:00-1:00 p.m.